

Good Day Folks,

In all e-mails and any formal or official correspondence, contractor employees (ITSP) must identify their employer in addition to their "[support-user's](#)" office symbol. Please insure that government contract correspondence includes this requirement immediately. Signature blocks on e-mails should also include office symbol, "contractor status" and company identifier.

[//signed//](#)

Steven C. Lynchey  
Contracting Officer  
Contracted Support Management  
[Steve.Lynchey@hanscom.af.mil](mailto:Steve.Lynchey@hanscom.af.mil)  
Com: (781) 377-8859; DSN: 8-478-8859  
Fax: (781) 377-7033; DSN: 8-478-7033